

Procurement

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Administration & Support

Sub-Job Family: Procurement

Overview: The purpose of the Procurement sub-job family function is to be responsible for sourcing and buying the most suitable general and technical materials, equipment and services for IPC, at an optimum price and in a timely manner, to ensure an uninterrupted supply of organisational requirements. At the higher levels of the family, role holders develop and ensure compliance with procurement strategies, policies and procedures as well as commercial standards and are responsible for the creation of mutually beneficial long-term partnerships with key suppliers.

The roles operate within a framework of well-defined procurement procedures, placing great emphasis on regulatory compliance and ethical standards. The differentiation among professionals is based on the complexity of tasks, supervisory responsibilities, and the specific skills and experience required for their roles. At higher levels within the sub-job family, professionals bring advanced technical expertise and critical thinking to the forefront of our research institute.

Level	Profile	Purpose
1	Procurement Assistant	Jobholders at this level provide administrative, coordination and analytical support to the procurement team to contribute to the fulfilment of procurement requirements in line with applicable policies and procedures.
2	Procurement Executive	Jobholders at this level execute the procurement process through implementing sourcing and procurement policies and procedures to ensure that both suppliers and materials meet IPC's criteria.
3	Senior Procurement Executive	Jobholders at this level ensure the smooth and efficient execution of procurement activities within IPC. This role is responsible for managing the end-to-end purchase order process, maintaining vendor relationships, coordinating logistics, and assisting in contract negotiation and administration, facilitating timely and cost-effective procurement of goods and services.
4	Deputy Procurement Manager	Jobholders at this level provide knowledge and guidance to the procurement team and provide a more complex buying service to IPC internal customers through getting involved in procurement decisions as per the financial authority. Jobholders also engage in commercial aspects of more complex contracts, negotiating on price, delivery and terms and are differentiated from the previous level in terms of the technical complexity of purchases.
5	Procurement Manager	Jobholders at this level provide specialist knowledge and guidance to the department and are personally involved in large/complex procurement decisions. Individuals at this level also contribute to the development of procurement and sourcing strategies and the improvement of processes for the effective procurement of goods and services in line with business requirements.

Level 1: Procurement Assistant

Job Purpose:

Jobholders at this level provide administrative, coordination and analytical support to the procurement team to contribute to the fulfilment of procurement requirements in line with applicable policies and procedures.

Accountabilities:

Description	Key Result Areas
1. Provide coordination support to the procurement team by communicating with vendors, internal customers and any other relevant party to support the exchange of information and feedback required for the completion of procurement processes.	<ul style="list-style-type: none"> Timely and accurate exchange of information necessary for the execution of procurement processes.
2. Maintain accurate records of procurement activities, including purchase orders, invoices, contracts, and vendor agreements, ensuring compliance with procurement policies and procedures.	<ul style="list-style-type: none"> Accurate maintenance of procurement data
3. Process purchase orders and tracking order status to ensure timely delivery of goods and services and address any discrepancies or issues that may arise during the procurement process.	<ul style="list-style-type: none"> Timely delivery of goods and services Prompt resolution of any discrepancies
4. Prepare, verify, and document purchase orders (POs) and any other procurement documentation (purchase enquiry, invoices etc.) to ensure execution of procurement needs in line with processes and procedures.	<ul style="list-style-type: none"> Procurement documentation is accurate and well-documented. Audit report findings.
5. Log procurement information accurately onto the system to maintain a high level of information quality and accuracy.	<ul style="list-style-type: none"> Procurement recording system is accurate and up to date.

Qualifications & Experience:

- Diploma in Office Administration and related to Materials Management, or other relevant field
- At least 0-1 years of experience

Technical Competencies:

- Understanding of procurement policies and procedures.
- Familiarity with procurement software and systems for efficient data entry and retrieval.
- Proficiency in preparing, verifying, and documenting procurement-related paperwork.
- Attention to detail in accurately logging procurement information into systems.

Behavioural Competencies:

- Communication Skills: Clear and effective communication with vendors, internal stakeholders, and team members.
- Collaboration: Ability to work collaboratively within the procurement team and with other departments.
- Customer-Centricity: Customer-focused mindset to ensure internal customers' procurement needs are met.
- Organizational Skills: Strong organizational skills to manage and maintain procurement documentation efficiently.
- Time Management: Effective time management to handle multiple tasks and meet deadlines.

Representative Jobs:

- Logistic Assistant